|  |
| --- |
| BCA Contractors Registration SystemSection D1* For ***completed project*** or ***term contract completed at least one year or more***
* For CW, CR, ME and FM workheads
* For new, additional, renewal and upgrading applications
 |
| InstructionsPlease complete Section D1 and submit to your client / client’s representative (responsible for the supervision of the project) for assessment and endorsement ***on both pages 1 and 2***. Each project must be enclosed with Award Letter or Purchase/Work Order and Completion or Final Payment Certificate/Invoice. Any changes to the final contract value and completion date must be accompanied with supporting documents. If your client is related to your company, you must be assessed and endorsed by a third-party (consultant or financial auditor) involved in the project |
| Note: 1. Track record will only be eligible if project is completed in the last three years. Five years for CW02-A1 and 5 years for renewal of CW01 and CW02 all grades. Completion date ***to exclude*** Maintenance or Defects Liability Period.2. For ongoing term contracts, only the annual value will be taken into account (e.g. for 5-year term contract with 3.6 years in service, we will only accept 3-year annual value).3. For small projects, each with less than $10,000 in value and awarded by the same client, you may compile them in a list and obtain one endorsement in Section D1.4. For projects endorsed by financial auditor, the default performance shall be Satisfactory as the financial auditor can only confirm that the project was completed. This is irrespective of the performance given by the main-contractor or the client that is related to the applicant. |

| **SECTION D1: TRACK RECORD *(for CW, CR, ME & FM Workheads)***  |
| --- |
|  |
| **Company Name (Applicant) :**       |
| **Workhead(s) involved:**  |  CW |  | CR |  | ME |  | ME |  | FM |  |  |
| Project Title (Project must be related to the workhead(s) applying for):       |
| Please give a description on the work done for the above project.      Provide breakdown value ($) if claiming for more than one workhead:1. Workhead:       Value ($):      3. Workhead:       Value ($):     2. Workhead:       Value ($):      4. Workhead:       Value ($):      | Contract No:(e.g. HDB P/036/99)      |
| If Joint Venture J.V., state name of partner(s):1.      2.       | % share of J.V.            |
| Date of Commencement (dd/mm/yy):     (Enclose copy of Letter of Award) | Scheduled Date of Completion (dd/mm/yy):     (Enclose copy of Letter of Award) | Actual Date of Completion (dd/mm/yyyy):     (Enclose copy of Completion Certificate) |
| Initial Contract Value(SGD):     (Enclose copy of Letter of Award) | Term Contract Value to date (SGD)     (Enclose latest copy of Payment Certificate) | Completed Contract Value (SGD):     (Enclose latest copy of Payment Certificate) |
| Note: The exchange rate for all foreign currencies to SGD shall be based on the contract award date and used for all other values |
| Acknowledgement of Client / Client’s Rep involved in above Project (Compulsory)For Main-contract, Client/Client’s Rep can be Architect, Engineer, Government Agency, Developer, Business or Home Owner For Sub-contract, Client should be Main-Contractor.I hereby declare that the contract value and date of completion are correct as stated: |
|  Date:     \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Client Signature  | Name of Officer:     Contact Number:      | Email address:      |
| **Particulars of Client / Client’s Rep Involved in Project**Please complete either ***I*** or ***II*** only. |
| ***I. Main Contract*** *(If project was awarded to your company as* ***Main Contract*** *or* ***Nominated Sub-Contract****)* |
| **Details of Client/Client’s Rep** | **Name of Organisation** | **Phone** | **Email address** |
| Architect / Consulting Engineer / Quantity Surveyor |       |       |       |
| Public Sector Agency |       |       |       |
| Developer / Business /Home Owner |       |       |       |
| ***II. Sub-Contract*** *(If project was awarded to your company as a* ***Sub-Contract****)* |
| Main Contractor that sub-contracted to your company |       |       |       |
|  |
| **Performance Assessment** A separate performance report will be submitted by the government agency directly to BCA for public sector projects. However, if the public sector project is assessed by consultant/architect using this form, the government agency concerned must countersign on the same report. |
| Individual Raw Score | **Please tick the appropriate rating** |
| **5** | **4** | **3** | **2** | **1** |
| Quality |  | (Excellent) | (Very Good) | (Good) | (Satisfactory) | (Poor) |
| a) | Quality Performance | **[ ] [ ]**  | **[ ] [ ]**  | **[ ] [ ]**  | **[ ] [ ]**  | **[ ] [ ]**  |
| **Management** |
| b) | Site Planning And Control | **[ ] [ ]**  | **[ ] [ ]**  | **[ ] [ ]**  | **[ ] [ ]**  | **[ ] [ ]**  |
| c) | Progress of Works | **[ ] [ ]**  | **[ ] [ ]**  | **[ ] [ ]**  | **[ ] [ ]**  | **[ ] [ ]**  |
| d) | Housekeeping | **[ ] [ ]**  | **[ ] [ ]**  | **[ ] [ ]**  | **[ ] [ ]**  | **[ ] [ ]**  |
| e) | Response To Instructions | **[ ] [ ]**  | **[ ] [ ]**  | **[ ] [ ]**  | **[ ] [ ]**  | **[ ] [ ]**  |
| **Overall Performance**(please refer to explanatory notes on page 3) | **[ ] [ ]**  | **[ ] [ ]**  | **[ ] [ ]**  | **[ ] [ ]**  | **[ ] [ ]**  |
| Acknowledgement of Client / Client’s Rep involved in above Project (Compulsory)For Main-contract, Client/Client’s Rep can be Architect, Engineer, Government Agency, Developer, Business or Home Owner For Sub-contract, Client should be Main-Contractor.I hereby declare that the performance assessment given by me is fair and without prejudice: |
|  Date:      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Client Signature | Name:     Contact Number:      | Email address:      |

*\* Please make duplicate copies if required.*

Explanatory Notes:

**Determination of Overall Performance**

1. Tick the individual raw scores under Quality and Management.

Assigned Raw Score for each performance

|  |  |
| --- | --- |
| **Performance**  | **Raw Score** |
| Excellent | 5 |
| Very Good | 4 |
| Good | 3 |
| Satisfactory | 2 |
| Poor | 1 |

2. Total up the Raw Score for each performance and determine the Average Raw Score by dividing the total Raw Score by five (5).

For example,

Total Raw Score: 5 + 4 + 3+ 4 + 2 = 18

Average Raw Score: 18 ÷ 5 = 3.6

Based on the Average Score of 3.6, the Overall Performance according to the Conversion Table is “Very Good”

Conversion Table

|  |  |
| --- | --- |
| **Average Raw Score** | **Overall Performance** |
| > 4.5 | Excellent |
| 3.6 to 4.5 | Very Good |
| 2.6 to 3.5 | Good |
| 1.6 to 2.5 | Satisfactory |
| < 1.6 | Poor |